

Circular Letter No. 13.
September 2, 1913.

To the Supervising Principals.

Gentlemen:-

You are requested to forward as soon as possible your recommendation for an Acting Principal for each building having four or more graded schools for which no principal teacher is provided. Acting Principals should be selected from among those teachers holding the English graded license or a higher grade of license. Please make sure that the persons whom you recommend have signed their contracts and have complied with all the rules and regulations of the Department.

In no case should a relative of a Supervising Principal be recommended for this position. If you have good reasons for waiting until opportunity is given for consulting one of the General Superintendents in reference to this matter, please so notify us by mail.

I would impress upon you the necessity of exercising great care in making your selection of Acting Principals.

Yours very truly,

E. M BAINTER

Commissioner of Education.